

Manual of Travel for Missionaries

BOARD OF FOREIGN MISSIONS
METHODIST EPISCOPAL CHURCH

**MANUAL OF TRAVEL FOR
MISSIONARIES
of the
BOARD OF FOREIGN MISSIONS
of the
METHODIST EPISCOPAL CHURCH**

The following pages contain the regulations of the Board of Foreign Missions concerning transportation, the expense of travel and other matters of interest to missionaries.

I. Transportation

The Transportation Department will have full charge of the transportation of missionaries and of their personal effects to the field to which they are assigned.

After acceptance of the candidate, all further correspondence should be addressed to the Corresponding Secretary of the Board of Foreign Missions, 150 Fifth Avenue, New York.

II. Support Begins

The Support of the Missionary will begin when the Board directs the candidate to give up other employment and come

exclusively into the service and under the direction of the Board.

III. Outfits

1. **Outfits:** All new missionaries are entitled to an outfit allowance before sailing to assist in equipping them for the work to which they have been assigned. For a married couple this allowance is \$200; for a single missionary, \$100. It is wise ordinarily to hold back some portion of the outfit allowance until arrival on the field. For workers as doctors and nurses requiring a technical or professional outfit, a special allowance may be made.

2. **Furniture:** The necessary furniture, unless the missionary is otherwise advised, will be procured in the country to which the missionary goes. On reaching the field the missionary will report to the presiding bishop and the mission treasurer, who will see that he is properly located and supplied with the necessary heavy furniture, such as beds, bureaus, chairs, tables and stoves. Dishes, pictures, bed and table linen, tableware and articles for the purpose of adorning and beautifying the home are not supplied by the mission.

3. **Libraries:** Few books outside of the missionary's working library are found useful on the mission field. Many foreign climates are very destructive to books.

Rather than take many books, especially those which are not actually in use, it is far better for missionaries to keep up with the new publications, which may always be secured through the mails.

4. **Purchasing Agent:** The purchasing agent of the Board will furnish detailed information with regard to method of purchase and the packing of goods when destination to a particular field is given. He will also assist the missionary in making his purchases, if desired. Sometimes a substantial saving may be made to the missionary through this department.

IV. Life Memoranda

Before Beginning the Journey to the Field, the missionary is required to fill out the blank furnished by the treasury department of the Board, called the "Biographical Blank." This is of much importance and under no circumstances should it be neglected, as the blank supplies information in regard to relatives who should be notified in case of any special emergency. It also contains other matters which the Board desires to have in brief and authentic form for ready reference.

V. Some Things to Take

1. **The Outgoing Missionary** should not fail to take with him, if he is a member of

an Annual Conference, (1) a transfer by his resident Bishop to the Conference to which he is assigned; if he is not a Conference member, (2) his transfer of Church membership with a statement of his standing (i. e., as a local preacher, exhorter, or full member), the same to be forwarded to the Superintendent of the District to which he will probably be assigned, with the request that the Quarterly or District Conference to which he may be assigned make to the Annual Conference any desired recommendation for conference membership or local orders. This will avoid embarrassment and delay in class promotion of ministerial candidates. (3) If he seeks credit for work done in school on the conference course of study, he should bring his grades properly certified to, for presentation to the Committee on Examinations.

2. **Other Suggestions** on what to take and conditions en route, will be found in special advices issued by the Board for particular fields.

VI. Insurance

Missionaries are Urged to take out life insurance, but the amount taken should not be so great that payment of the necessary premiums will prove embarrassing in the future. Fire insurance on personal effects on the field is also recommended, as the

Board cannot be responsible for the loss of such property. This may be arranged for through the Treasurer of the Board.

VII. Payment of Bills in the United States

1. **The Treasurer of the Board** is always willing to attend to any personal financial business matters which the missionaries desire to intrust to him. The directions should in all cases be definite. If the missionary wishes the annual premium on life insurance policies to be paid for him, full information should be given to the treasurer, preferably on a blank furnished by him, and the insurance company should be asked to send notices of premiums due, to the New York office.

2. **Purchases.** In case any of the missionaries desire to make purchases in the United States, an order called "Request to Pay Bills," should be secured from the Treasurer, and sent with the order. When this "Request," accompanied by bill, is presented to the Treasurer of the Board in New York, it will be paid, and the amount charged against the Mission in the next monthly statement. The field Treasurer will deduct this amount from next salary payment to the missionary. The bill with order attached will be retained here as voucher. If a duplicate bill is desired, the

missionary must request it in sending the order.

VIII. Exchange and other Losses

1. **One of the Greatest Sources of Loss** to travelers in foreign lands is through exchange. Experience teaches that gold coin, the checks of the Board, or "Travelers' Checks," in small denominations, are the best money to take en route and are less subject to discount in exchange. Only banks and reliable brokers should be used in exchanging money. The amount needed in each instance should be carefully figured so that there will be as small an amount as possible left over, since in turning the money back again a second loss will result.

2. Missionaries also must guard themselves from other losses of money en route. Pickpockets and other thieves are constantly on the watch for opportunities to take money from travelers who are known to have extra funds with them. It has been found best to carry no more cash than is absolutely necessary and to guard checks and other negotiable funds with the utmost care. The Board cannot be responsible for losses of this character due to lack of necessary care on the part of the missionary.

IX. Tickets and Transit

Steamship Tickets and Transit Ex-

penses for outgoing missionaries will be sent the missionaries in ample time for sailing. Travel expense blanks will be furnished on which to make a report of expenses. Receipts should be secured for all items of unusual expenditure. The travel blanks should be filled out in duplicate, and on arrival should be given to the Mission Treasurer, who will retain one copy and forward the other to the Treasurer of the Board.

X. Passports and Permits

I. Passports Are Now Required for entrance into most foreign countries, and should be applied for at least one month before sailing. Applications for passports will be furnished by the clerk of the nearest Federal Court, or, in localities where there is no such court, by the local postmaster, who, when the document is completed, will forward it to the State Department at Washington, D. C. Each application must be verified by an affidavit of a person who is a resident of the same place as the applicant and who has previously known him for a period of two years next preceding the date of application. The application when completed, should be accompanied by a letter furnished by the Corresponding Secretary on request.

For those claiming citizenship through naturalization, it is necessary to submit naturalization papers in order to establish citizenship.

The application must also be accompanied by triplicate photographs of the applicant, on thin paper, unmounted and not larger in size than three by three inches. If the applicant is going to a belligerent country, he must submit four copies of his photograph.

A person born in the United States in a place where births are recorded, will be required to submit a birth certificate with his application. If a birth certificate is not obtainable, the application must be supported by the affidavit of the physician who attended the birth, or an affidavit of parents or other reputable persons having actual knowledge of the applicant's birth in this country. For a married couple, only the husband need furnish evidence of birth as the wife takes his citizenship.

2. Income Tax Receipts must be presented to the Customs officials before a sailing permit will be issued. If no income tax has been paid, a statement to that effect must be secured from the proper official before leaving home.

3. Permits: For missionaries going into British or Belgian territory it will be necessary, also, to obtain a permit. Applications

for this permit must be made through the Corresponding Secretary, and instructions will be given concerning the mode of procedure. Permits should be applied for at least six months before the sailing date. Missionaries returning on furlough should also provide themselves with passports before leaving the field, and with permits to return where these are required.

XI. Travel in the United States

I. Clergy Rate: It is customary for railway companies to allow the clergy rate to regularly appointed missionaries (both men and women) who are in the employ of the Board. Application forms for these rates may be secured from the nearest railway ticket agent. The form of application should be accompanied by a letter from an officer of the Board, certifying to the missionary's appointment, if he is not ordained. The formal application for ordained ministers contains full instructions. When completed the form is then certified by a local pastor and the railway ticket agent and forwarded to the Clergy Bureau at the address given on the form. Applications for securing these rates should be made immediately after receiving the missionary appointment. Missionaries returning on furlough should make application for

clerical certificates immediately after arrival in this country.

2. **Trip Clergy Permits** may be secured at ports of entry on arrival in the United States, covering the journey to destination. Application for such privilege should be made to the railway ticket agent, accompanied by proper missionary credentials and a certificate of a local Methodist pastor.

3. **Pullman Cars:** An allowance will be made for the necessary Pullman and dining car service, including tips. It is a recognized custom to give table waiters a gratuity of approximately ten per cent of the cost of the meal ordered, and of twenty-five cents per day for porter service. The amount for porter service may be considerably reduced for long trips, and, in the case of families.

XII. Baggage and Freight

1. **Kinds of Baggage:** For convenience in use, baggage may be divided into three classes, and must be so marked before it is placed on board the ship: (1) "Cabin Baggage," that is needed in the stateroom. This consists of steamer trunks and all hand baggage. Steamer trunks must not exceed the ordinary trunk in length and must be low enough to go under the ordinary steamer berth. This class, when

marked "Cabin" or "Stateroom," with the cabin number, will go directly to the state-room numbered thereon; (2) All trunks and boxes marked "Wanted on Voyage," will be so placed as to be accessible en route; (3) Other baggage marked "Not Wanted" or "Hold," will be deposited in the hold of the vessel. This baggage will not be accessible until the voyage is completed.

2. **Labeling Baggage:** Labels for marking the three classes of baggage will be sent with the tickets; or may be secured from the steamship office, and should be placed on the baggage at the ports of embarkation. It is found more satisfactory to personally supervise the labeling of all packages; in fact, missionaries should at all times give careful attention to their baggage, to avoid the embarrassment and expense that is involved in loss or delay in shipment. It is a safe rule to keep your baggage with you whenever possible, and to give it your personal attention at all times.

3. **Baggage Allowance:** The railway companies allow each person holding a trans-Pacific steamship order or ticket, 350 pounds of baggage from any point in the United States to a Pacific port. Baggage in excess of this allowance should be sent by freight or express.

4. **Freight Allowance:** The Board will

pay freight charges on the necessary freight and baggage to the place of destination, not to exceed three cubic tons, ship measurements (40 cubic feet to the ton) for a married missionary, and one-half of that amount for a single missionary.

5. Packing: All goods shipped by freight must be inclosed in strong boxes securely bound with iron straps and, as a rule, not to exceed in size an ordinary trunk. Where trunks are shipped by freight they must be securely boxed like other freight, to comply with railway regulations. A list of the contents of each box should be sent to the Corresponding Secretary, so that in case of loss proper claim may be made for the recovery of the goods.

6. Marking: All goods shipped by freight should be plainly marked with the owner's name and address in two places with stencil, on each box shipped.

7. Forwarding: The Board Rooms at 150 Fifth Avenue, New York, may be freely used for the assembling of goods for shipment to ports in Europe, South America and Africa. Freight for other ports should be held pending instructions from the New York office. All such goods should be packed and marked as above indicated and plainly addressed in two places on the box, "Board of Foreign Missions, 150 Fifth Avenue, New York City."

Careful instructions must be sent to the Board with each shipment to be forwarded, giving the name of the owner and the ultimate destination of the goods, together with a detailed list of the goods in each box, both for outgoing and incoming freight and baggage.

8. Declaring Valuation: In making shipments of freight and baggage, missionaries should in all cases declare in bills of lading, the real value of the goods shipped. The suggestion by shipping companies for a lower valuation than the real one should not be followed, as in case of loss the amount possible to recover is fixed by the valuation so declared.

9. Examination of Shipments: On arrival at destination, freight and baggage should be carefully examined, before removal from the piers or stations. If any portion of the shipment is missing, or has been injured in transit, such fact should be entered upon the receipt given at the time of the removal of the goods, otherwise no claim will be entertained.

10. Insurance of Freight and Baggage: Missionaries are expected to insure freight and baggage to guard against the great inconvenience and hardship often resulting to them in case of the loss of such property in transit. The cost of this insurance will be met by the Board.

XIII. Connections en Route

1. **Steamer Connections:** Arrival at the port of departure should be so timed as to allow three or four days between the arrival in port and the departure of the boat. Upon returning from the field little trouble should be experienced in arranging for the departure for inland points the following day.

2. **Hotels:** Suggestions for hotel accommodations in ports of entry, departure and en route, and the allowance therefor, will be furnished by the Board to all missionaries at the time transportation arrangements are made.

XIV. Travel Across the Ocean

1. **Intermediate Passage:** In view of the marked increase in the cost of ocean travel and the large amounts necessary for transportation of missionaries under present conditions, intermediate boats should be used as far as possible. The usual difference between these boats and others is in their size, the privileges being first-class in all respects. By using such boats the saving annually to the work will amount to thousands of dollars. It is believed that with an understanding of the matter, missionaries will be led to use this kind of transportation. If special reasons exist for

not following this rule they may be presented to the Board through the Mission Finance Committee.

2. **Missionaries Will Undoubtedly Meet Prejudice** in their travels and sometimes open criticism of themselves and their work. Especially is this true on shipboard, where many people of divergent views are thrown together for a long period of time. All missionaries are urged to exercise that degree of tolerance and charity toward companions in the journey and of care in deportment which will lessen, if not prevent, any such happening.

3. **In Crossing** the ocean the usual clothing should be taken. A steamer rug or blanket is often necessary for comfort on deck, together with a warm coat or wrap to protect one against cold winds and storms. Ocean travel is very cold, especially in winter.

4. **In Traveling to the Orient, South America or Africa**, baggage should be so packed and placed as to allow of access for a change to lighter clothing upon entering the tropics. If no provision for such change has been made, it will be found possible to secure white suits, the usual dress of the tropics, at ports en route.

5. **Sun Hats** should also be secured before entering the tropics, as it is most dangerous to appear in the tropical sun

without any special protection for the head. In traveling to the Orient these hats may be secured at Hongkong or Port Said, according to the route taken.

6. **Much Care** should be exercised in regard to drinking water and the eating of fruit displayed for sale in ports of call. Cholera, dysentery and other intestinal diseases are generally endemic in oriental ports. The only safe procedure is to refrain from eating fruits and drinking water unless these come from properly certified sources.

7. **Tips:** A recognized item of expense in connection with an ocean voyage is the tip to the table and cabin stewards. A fair tip may be learned as a rule, in consultation with experienced missionary travelers en route. A fair amount for the cabin or table steward across the Atlantic is \$2.50, and for the remainder of the journey, to India, Burma, or Singapore, \$6.00 or \$7.00 more; in crossing the Pacific for Malaysia, Hongkong or Singapore, tips totaling \$6.00 or \$7.00 are considered sufficient. For Shanghai and Japanese ports a less amount in proportion should be paid. These figures are generally much reduced for each person in families. Where the services is rendered by Orientals and the travel is in the tropics a tip of ten cents, silver, per day, is considered a sufficient amount. Pay-

ment of tips for ocean travel is generally made at the end of the journey, and is somewhat governed by the nature and kind of service rendered.

8. Laundry: Ordinary laundry expense is allowed en route. The work is generally done in the ports of call along the way. Arrangements are made for this through the cabin boys. Sometimes laundry for small children can be arranged for on board the steamer.

9. Ports of Call: At ports of call en route missionaries are expected to use their steamers rather than hotels and restaurants ashore. Shore expenses will be charged against the missionary unless sufficient reason for the charge accompanies the report of expenses of the voyage.

10. In Stopping at Ports of Call, missionaries should be exceedingly careful to respect the regulations of the country in regard to the use of cameras, public service, etc. In some ports the use of the camera by visitors is strictly forbidden, and violations of this rule are often followed by arrest. It is not infrequent that the natives endeavor to take advantage of visitors in charges made for service rendered. A good plan is to reach an agreement in advance before making use of their services, or to consult those on board who know about such matters.

II. Customs: Usually outgoing passengers have little or no trouble in the matter of customs; but if purchases are made along the journey, invoices of the goods, with a certificate of the seller as to the price paid for the article, may be of service in case the goods are held to be dutiable.

For passengers arriving in the United States the following regulations govern the entrance of freight and baggage:

(1) A declaration of the property brought in is required of every passenger; but the senior member of the family may declare for the entire family.

(2) Persons arriving in the United States are divided into two classes: (a) returning residents of the United States, and (b) all persons other than returning residents of the United States, and declarations must be made accordingly. Citizens of the United States will be deemed to be returning residents, unless they present satisfactory evidence of having given up their residence in the United States and have acquired a bona fide residence in a foreign country. Residence of a wife and of minor children follows that of the husband and father.

(3) Persons who retain their residence in the United States must declare all articles obtained abroad in any manner, that is, by purchase, gift, exchange, or other-

wise; articles worn or carried on the person, as well as those in the baggage. They may bring in free of duty a total value of \$100 worth of such articles. All Americans who have established bona fide residences abroad may bring in all their personal belongings in the nature of wearing apparel and necessary household effects, free of duty, provided they have been purchased and used for a longer period than one year.

(4) Those returning from the Philippines should produce a "certificate of origin" for Philippine products, or personal effects or wearing apparel purchased within a year, as the United States has preferential trade relations with that country.

XV. Expenses to Mission Stations

Travel Expenses include transportation to the mission station to which the missionary is appointed. The expense paid is for the shortest and least expensive route, and is not intended to include items of emergency beyond those incident to health and unavoidable delays. In case of deviation from the direct route all extra expense shall be assumed by the missionary.

XVI. Upon Arrival

1. **Upon Arrival** within the boundaries of the mission to which he has been assigned, the missionary shall be subject to

the regulations governing the same. (See Missionary Manual.)

2. Report: Upon reaching the field the missionary shall at once furnish the treasurer of the mission a statement in duplicate of all moneys received for traveling expenses and a detailed account of expenses actually included in the journey, with receipts, when possible, for extraordinary expenditures. After examination and adjustment, the mission treasurer will forward one copy to the Treasurer of the Board at New York. If the missionary is returning from the field he should make the report promptly to the Treasurer of the Board.

XVII. Furlough Travel

1. When Furlough is Granted the Board will pay the expenses of the journey home by the most direct route. These expenses shall include freight on personal effects as hereinafter limited.

2. The Missionary Coming on Furlough is not expected to bring his household effects. The Board is not responsible in such cases for charge of more than one ton of freight, ship measurement, for each adult, and a small additional allowance for each child.

3. The Missionary Retiring from the Service of the Board is not expected to

bring home bulky articles of furniture. Apart from this, the Board will pay charges upon his personal effects.

4. **Freight and Duty** on gifts or curios brought or sent from the field must be paid by the missionaries.

5. **Furlough Expenses:** Missionaries starting on furlough must secure sufficient funds from the mission treasurer for the expense of the journey.

6. **Transportation Arrangements:** The arrangements for transportation of missionaries on furlough shall be made through the mission treasurer, who is the Board's representative on the field for such purposes.

XVIII. Furlough Salary

1. **Furlough Salary Will Begin** when the missionary with the consent of the Board leaves the work to which he is assigned.

2. **Accounts:** All returning missionaries should bring to the Treasurer of the Board a certified statement of their account from the mission treasurer up to the time of their departure, so that their account with the mission may be adjusted properly with the Treasurer of the Board.

3. **The Board will not be responsible** for any expenses connected with the bringing or sending to this country of

nationals, unless their coming has been expressly authorized by previous action of the Mission Finance Committee duly approved by the Board.

XIX. Other Information

Further information regarding travel to particular fields will be furnished on application to the Corresponding Secretary of the Board.

